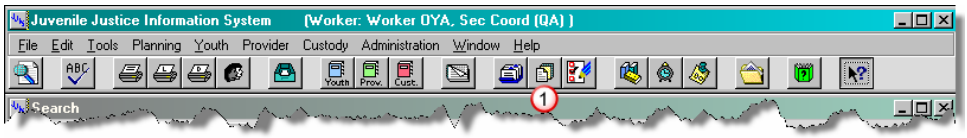
Add a Categorized Case Note (Youth Safety Guide Documentation)

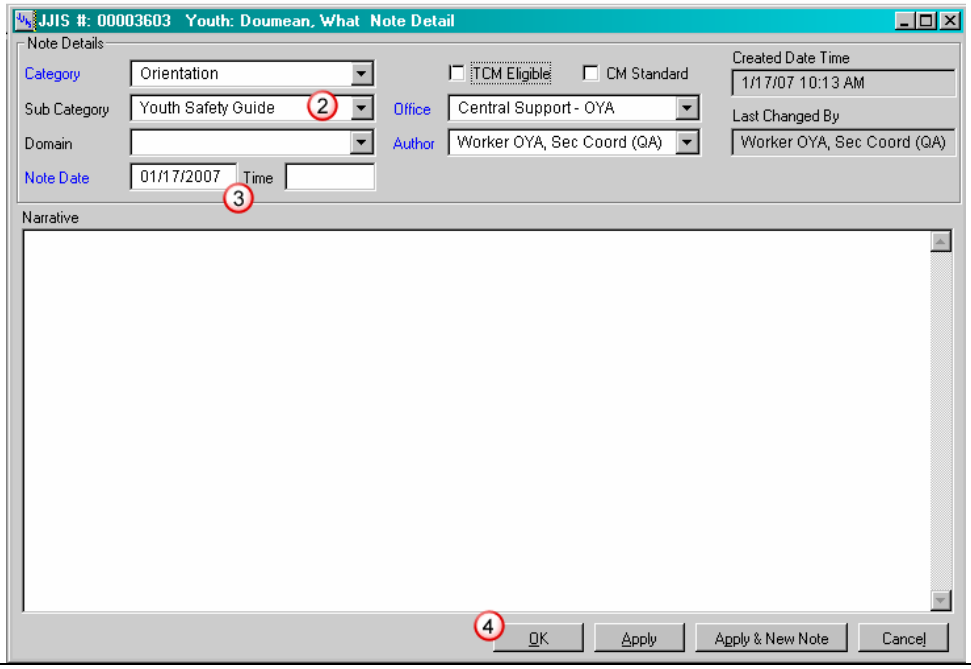
Select the youth's name in a JJIS list – (e.g., caseload, unit log, or from a search).

It is not necessary to open the Youth Notebook to add a Note.

1. Click the Add a New Note icon on the JJIS Toolbar.

   A Note Detail screen opens.
2. Select "Orientation" from the Category drop-down list and "Youth Safety Guide" from the Sub-Category drop-down list.
3. The Note Date defaults to the current date; if necessary, change the date and add a time for the Note.
4. Click **OK** to save the Note and close the screen.

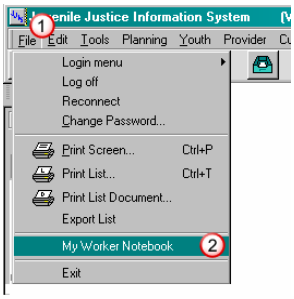
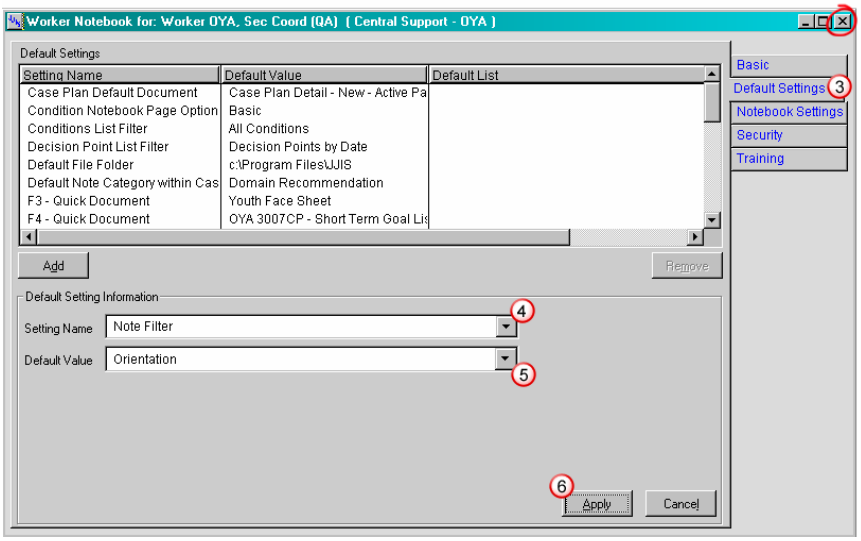




(Default Setting for Mass Entry)

To expedite mass entry of the same category of Notes for multiple youth, set a Default Setting in My Worker Notebook.

1. Select the "File" menu.
2. Select "My Worker Notebook".
3. Select the "Default Settings" tab on the right.
4. Scroll through the alphabetical list of Default Settings – if "Note Filter" appears in the list, select it.

   If Note Filter does not appear in the list, select it from the Setting Name drop-down list.
5. Select "Orientation" from the Default Value drop-down list.
6. Click **Apply** to save the changes.

Close My Worker Notebook by clicking the **X** in the upper right corner of the screen.